

CT 2208/2001

Contracts Circular N° 14/2001  
Department of Contracts  
Notre Dame Ravelin  
Floriana

To Heads of Department  
and Parastatal Bodies

27th April 2001

### **Period Contracts for Various Items of Stores: January to December 2002**

It is planned that period contracts for the supply of various items of stores required by Government during the year 2002 will be placed during the coming months.

Heads of Department and Parastatal Bodies are therefore requested to indicate, on the attached Schedule, their estimated requirements for such items for next year. These returns will enable this Department to issue appropriate calls for tenders. **Care is to be taken to ensure that these estimated quantities are as accurate as possible particularly as regards all qualities of paper which, as you are aware, have to be supplied with the water mark and, therefore, cannot be disposed of by the period contractor on the open market. All requirements indicated by Departments/Parastatal bodies for paper products will have to be purchased in full during the contract period.**

It is to be noted that separate returns in respect of items of wear will be requested by the Procurement Section of this Department in due course and therefore such requirements are not to be included in the returns relative to this circular.

Where any item is required to any particular standard, this is to be clearly explained and all relevant details should be provided.

Returns are to reach the Procurement Section of the Department of Contracts, at the above address, by not later than the end of May 2001.

Additional copies of the Schedule of Requirements are obtainable from the same Section.

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*... cont circ no: 14/2001*

Departments making use of period contracts are to note that to enable the Contracts Department to control the quantities being ordered under these contracts, a copy of the Goods or Service Purchase Order (ACC2) is to be forwarded to the Chief Procurement Officer, Procurement Section, Contracts Department, Notre Dame Ravelin, Floriana at the same time that the original is sent to supplier.

J. V. Spiteri  
Director General (Contracts)

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